



## Telecommunications Service Request (TSR) Form

**The VITA TSR form can be submitted by:**

E-mail at TCS@vita.virginia.gov.

Fax: (804) 371-6343

Mailing address: 11751 Meadowville Lane, Chester, VA 23836

ATTN: TCS Order Processing

### Agency Information

Date: \_\_\_\_\_

Agency/Activity Code: \_\_\_\_\_ Agency: \_\_\_\_\_

Agency Telecommunications Coordinator: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Fax: \_\_\_\_\_

Agency Log NO.: \_\_\_\_\_

### Location of Requested Service

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Fax: \_\_\_\_\_

Account No. (if billed directly by Telco: \_\_\_\_\_

### *VITA use only*

**OGTS:** \_\_\_\_\_ **LG:** \_\_\_\_\_

**Account No.:** \_\_\_\_\_ **Order Writer:** \_\_\_\_\_



